

Yaxham Parish Council

Staffing Committee - Terms of Reference

The Staffing Committee Terms of Reference were adopted by Yaxham Parish Council at its meeting on Thursday 25th January 2018 and reviewed at the May 2021 Parish Council meeting

Members

Four Parish Councillors to be appointed annually and to include the Chairman and Vice-Chairman of the Council.

Quorum

The quorum of the Committee shall be three Members.

Voting

Only the above may vote and participate at a meeting. In the case of an equal vote the Chairman may have the casting vote.

Interests

If a Member has a personal interest as defined by the Code of Conduct adopted by the Parish Council then he/she shall declare such an interest as soon as it becomes apparent, disclosing the nature and extent of the interest as required.

NB. If a Member has declared an interest and then considers the interest to be prejudicial, he/she must withdraw from the room during consideration of the agenda item to which the interest relates.

Chairman

The Chairman is elected annually by the Committee at their first meeting.

Minutes

All minutes shall be open for inspection by any Member of the Parish Council, if appropriate.

Admission of the Public and Press

The Public and Press may not be admitted to these meetings as in accordance with s1 (2) of the Public Bodies (Admission to Meetings) Act 1960 the Press and Public be excluded from the meeting during consideration of the meeting due to the confidential nature of the item of business.

Responsibilities

The Committee is responsible for the employment and welfare of all employees.

Procedures

The Chairman and Vice-Chairman of the Council shall automatically be elected as Chairman and Vice-Chairman of the Committee. Meetings will be held on an as and when needed basis. The Clerk will be in attendance to minute the meetings, however, when an item is discussed concerning the Clerk they will leave the room during discussion and a member of the committee will minute the discussion.

Terms of Reference

The Committee shall review the Terms of Reference on an annual basis or when necessary and make appropriate recommendations to Full Council.

Meeting Duration

The Staffing Committee Meeting will last for no longer than 2 hours with any unfinished business being carried forward to the next meeting of the Committee unless by resolution of Members present to continue discussing business.

Specific Delegated Powers

1. To review staffing structures and levels and make recommendations to the Council.
2. To agree and review annually, contracts of employment, job descriptions, person specifications for staff and to review the Clerk/RFO performance.
3. To review staff salaries and terms and conditions and make recommendations to the Council.
4. To appoint, from its membership, a recruitment panel when necessary and recommend appointments to the Council. Recruitment panels will normally include at least two members in the case of appointment including the Clerk.
5. To appoint members, as set out in the disciplinary and grievance policy, to act as a disciplinary panel and as an appeals panel, in the case of any appeal against disciplinary action.
6. To appoint members to hear any formal grievance.
7. To review health and safety at work for all Council employees.
8. To review all Council policies that relate to staff employment on an annual basis.
9. To ensure the Council complies with all legislative requirements relating to the employment of staff.